

**FRESNO, CALIFORNIA**  
**CLASS SPECIFICATION**

**ASSISTANT COLLECTION SYSTEM MAINTENANCE OPERATOR**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Assistant Collection System Maintenance Operator is the first and entry level in a four level Collection Systems series. Incumbents are responsible for assisting with the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems. In addition to regular work shifts, incumbents may be required to work nights, weekends and holidays in all weather conditions.

The Assistant Collection System Maintenance Operator is distinguished from the Collection System Maintenance Operator, which is responsible for performing more technically complex tasks.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1. Assists in performing servicing/cleaning, maintaining, inspecting, repairing, and constructing work, which may include: rodding, hydroflush servicing/cleaning, television camera inspection and repair, and installing service connections, manholes, and pipelines.
2. Assists in servicing/cleaning, maintaining, inspecting, and repairing lift station equipment and facilities.
3. Utilizes, adjusts, maintains, and cares for a variety of manual and power operated tools, devices, and equipment used in the servicing/cleaning, maintenance, inspection, repair, and construction of wastewater collection systems.
4. Assists in ensuring the safety of work zones, including placing safety cones, flags, signs, and other safety equipment around work site locations.
5. Responding to customer service calls during and after hours.
6. Performs other duties of a similar nature or level.
7. Must be available to work on call/standby for one week intervals.

Daily  
~~70%~~

Deleted: 40

Daily  
~~70%~~

Deleted: , including responding to facility alarms

Daily  
20%

Deleted: 25

Daily  
~~20%~~

Deleted: 1

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As  
Required  
Monthly  
~~25%~~

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**Training and Experience** (positions in this class typically require):

- One year of general labor or comparable experience is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Division recommends this position be flexed with the Collection System Maintenance Operator classification.

**Licensing Requirements** At time of appointment and throughout employment will require:

Licensing Requirements:

- Basic Class C License
- Commercial Class B License
- Commercial Class A License

**Deleted:** (positions in this class typically require)

**Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Safe work practices and procedures.

**Skills** (position requirements at entry):

Skill in:

- Performing manual labor under different conditions
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

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| 5. | Prepares service orders and maintains a variety of records related to work performed; prepares reports summarizing project activities. | Weekly<br>5% |
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